

City of Carmel
Request for Proposals No.
Posting Date: January 8, 2010

Request for Proposals Notification

Project Location: *Keystone Avenue Reconstruction at 131st Street*

Response Due Date and Time: *January 25th, 2010 and no later than Noon EST*

This Request for Proposals (RFP) is official notification of needed professional services. This RFP is being issued to solicit a letter of Interest (LoI) and other documents from firms qualified to perform specified work on federal aid projects. A submittal does not guarantee that the firm will be contracted to perform any services but only serves notice that that firm desires to be considered.

Contact for Questions:	<i>Mr. Michael McBride, PE</i>	<i>or</i>	<i>Mr. Jeremy Kashman</i>
	<i>City of Carmel</i>		<i>City of Carmel</i>
	<i>City Engineer</i>		<i>Project Manager</i>
	<i>(317) 571-2441</i>		<i>(317) 571-2309</i>

Submittal requirements:

1. Five (5) copies of letter of Interest (required content and instructions follow)

Submit To: *Mr. Michael McBride, PE*
One Civic Square
Carmel, IN 46032

Selection Procedures:

Consultants will be selected for work items further described herein, based on the evaluation of the Letter of Interest (LoI) and other required documents. The Consultant Selection Rating Form that will be used to evaluate and score the submittals is included for your reference.

To be eligible for consideration, the lead consultant must be prequalified by INDOT in Category 13.1.

Note: If the City of Carmel waives prequalification, additional steps as set out in the Local Public Agency Architectural and Engineering Firm Selection Procedures will be required.

Requirements for Letters of Interest (LoI)

A. General instructions for Preparing and Submitting a Letter of Interest (LoI)

1. Provide the information as set out in Item B below, in the same order listed, signed by an officer of the firm. Scanned signed documents or electronically applied signatures are both acceptable. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the item description.
2. LoI's shall be limited to a total of forty-five (45) 8 ½" x 11" pages. Thirty (30) pages for Identification and Qualification, ten (10) pages for the combined Key staff and Project Approach, and five (5) pages for Manhour and Fee Justification unless otherwise noted in the Project Description.
3. LoI's must be received not later than "Response Due Date and Time" as shown in the RFP header shown above. Responses received after this deadline will not be considered. Submittals must include all required attachments to be considered for selection.

B. Letter of Interest Content

1. Identification and Qualifications

- a. Provide the firm name, address of the responsible office from which the work will be performed and the name and email address of the contact person authorized to negotiate for the associated work.
- b. List all proposed sub consultants, and the percentage of work to be performed by the lead consultant and each sub.
- c. Provide personnel resumes and such additional information concerning qualifications as may be relevant to the project and as further described below.

2. Key staff and Project approach

- a. List the Project Manager and other key staff members, including key sub consultant staff and include the percent of time the project manager will be committed for the contract, if selected. Include project engineers for important disciplines and staff members that will be responsible for the work. Address the experience of the key staff members on similar projects completed over the last 5 years and the staff qualifications relative to the required item qualifications.
 - b. Describe the capacity of your staff and their ability to perform the work in a timely manner relative to present workload and the availability of the assigned staff.
 - c. Provide a description of your Project Approach relative to the specific services and requirements outlined in this request for proposals notification. For project specific items confirm that the firm has visited the project site. For all items address your firm's technical understanding of the project or services, as related to your firm's qualifications.
 - d. Provide a total not-to-exceed fee to complete the project and final construction record. The fee shall be based on billing on an hourly basis and should include all anticipated costs for all direct expenses. Provide hourly billing rates per each classification to be utilized on the project.
- d. Additional Submittal Requirements as follows:

City Supplied Staff

1. City will provide 2 inspectors. Consultant will be required to utilize these City staff members for 37.5 hours/week as an extension to their inspection services team. The project approach must adequately illustrate Consultant's experience of utilizing client provided staff on previous projects.

Additional Scope items

1. Provide as-built GPS locations of irrigation conduits, cable interduct, handholes, and lighting features.
2. Provide digital final construction records
3. Provide the following items in the City owned project field office
 - a. Office computer with Field Mgr. loaded on it and printer
 - b. Office desks and chairs
 - c. All necessary paper products
 - d. Copy machine
 - e. Office phones
 - f. Office fax machine

Note: High Speed Internet Access Provided by City of Carmel

4. Coordinate with City services, including but not limited to Carmel Clay Schools, Carmel Fire Department, Carmel Police Department, and Carmel Community Relations Department
5. Coordinate construction with local residents
6. Track the submittal and review of project shop drawings
7. Develop as-built drawings
8. Run weekly progress meetings, develop meeting agendas and minutes for each meeting
9. Provide weekly project updates to key City Staff
10. Assist the contractor with utility coordination
11. Coordinate regularly with the City of Carmel's design consultant.
12. Provide soil proctors and necessary laboratory testing
13. Address geotechnical questions that may arise during construction
14. Provide independent Quality Assurance for contractor's HMA testing and Quality Control processes and procedures.
15. Provide vibration monitoring services throughout the construction project.

Staffing

Consultant must provide personnel resumes and such additional information concerning qualifications to illustrate ample capacity to provide the following staffing:

1. Consultant shall have capacity to staff a 2 shift operation requiring the following manpower on each shift.
 - a. 1 PE / PS per shift
 - b. 4 INDOT Certified Inspectors per shift
2. Consultant must have an appropriate number of ACI certified testing professionals.
3. Consultant must have an appropriate number of staff members qualified to run nuclear gauge compaction testing.
4. Consultant must have an appropriate number of staff members qualified to run Dynamic Cone Penetrometer (DCP) tests on lime modified soils.
5. Consultant must have the ability to run soil proctors.
6. Consultant must have the ability to make and test concrete test beams and cylinders.
7. Consultant's staff must be familiar with Carmel City Standards and processes.
8. Consultant must have the ability to staff the project such that each contractor work crew shall have at least one inspector performing oversight.

Project Experience

Consultant must be INDOT prequalified for *13.1 Construction Inspection* and must provide detailed information outlining the experience of the key staff members on similar projects and the staff qualifications relative to the following construction operations:

- a. MSE Walls
- b. Pile and Lagging Walls
- c. Modular Block Walls
- d. Pile Driving
- e. PCCP Paving
- f. Complex and curved bridges
- g. Roundabouts
- h. Decorative PCCP
- i. Architectural finishes (staining, masonry coating, sealing, formlining, and decorative signing)
- j. Decorative street lighting
- k. HMA Paving
- l. Storm Sewer Pipes and Structure installation
- m. Barrier Walls
- n. PCCP Moment Slabs
- o. Curbs / Curb and Gutters
- p. Complex subsurface underdrain systems
- q. Complex and multi-phased maintenance of traffic schemes
- r. Interchanges
- s. Chemical modification of soils
- t. Dewatering

Work item details:

Local Public Agency Name: *City of Carmel*

Project Location: *Reconstruction of 131st Street and Keystone Avenue*

INDOT District covering project: *NA – 100% Local Project*

INDOT Des#: (if known) *NA – 100% Local Project*

Project Phases Included: *Construction Engineering*

Project Description: *Construction of a teardrop-shaped roundabout interchange at the intersection of Keystone Parkway and Main Street, reconstruction of Keystone Parkway segments running north and south of the interchange and reconstruction of portions of Main Street directly east and west of the interchange. Project includes new construction of a two-span bridge over Keystone Parkway. A CD containing electronic (.pdf) construction documents (Plans, Specifications) will be made available upon request.*

Construction Amount (Actual): *\$ 11,746,826.97*

Funding: *Local Funding*

Term of Contract: *Anticipated Award Date – January 20, 2010
Anticipated Completion Date – December 31, 2010*

DBE goal: *N/A*

Required Prequalification Categories:
(List required prequalification categories)

*Work Group 13.1, Construction Inspection
Work Group 7.1, Geotechnical Engineering*

RFP Selection Rating for _____ City of Carmel

Proj. No. _____

Consultant Name: _____

Services Description: _____

Evaluation Criteria to be Rated by Scorers					
Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
Past Performance	Performance on previous City projects			10	
	Needed little to no guidance	2			
	Needed occasional guidance	0			
	Needed significant assistance from City	-2			
Capacity of Team to do Work	Evaluation of the team's personnel and equipment to perform the project on time.			20	
	Availability of more than adequate capacity that results in added value to City	1			
	Adequate capacity to meet the schedule demands	0			
	Insufficient available capacity to meet the schedule demands	-1			
Team's Demonstrated Qualifications	Technical expertise; unique Resources that yield a relevant added value or efficiency to the project.			15	
	Demonstrated outstanding expertise and resources identified for req'd services for value added benefit	2			
	Demonstrated high level of expertise and resources identified for req'd services for value added benefit	1			
	Expertise and resources at appropriate level	0			
	Insufficient expertise and/or resources	-3			
Project Manager	Predicted ability to manage the project, based on: experience in size, complexity, type, subs, documentation skills			20	
	Demonstrated outstanding experience in similar type and complexity	2			
	Demonstrated high level of experience in similar type and complexity	1			
	Experience in similar type and complexity shown in resume	0			
	Experience in different type or lower complexity	-1			
	Insufficient experience	-3			
Approach to Project	Project Understanding and Innovation that provides cost and/or time			10	
	High level of understanding and viable innovative ideas proposed	2			
	High level of understanding of the project	1			
	Basic understanding of the project	0			
	Lack of project understanding	-3			
Fee / Cost	Proposed fee for services			25	
	Among Lowest Fee Proposals	1			
	Among Mid-Range Fee Proposals	0			
	Extremely High Fee Proposal	-1			
			Weighted Sub-Total:		

It is the responsibility of scorers to make every effort to identify the firm most capable of producing the highest quality deliverables in a timely and cost effective manner without regard to personal preference.

I certify that I do not have any conflicts of interest associated with this consultant. (A definition of conflicts of interest of concern may be found in IC 4-2-6-9.)

I have thoroughly reviewed the letter of interest for this consultant and certify that the above scores represent my best judgment of this firm's abilities.

Signature: _____

Title: _____

Date: _____